



TOUR EXPENSES CONTINGENT BILL – IIPE (V)

Name: _____ Desig. _____ Emp. No. _____

Basic Pay & Pay Level _____ Bank Account No. _____

Bank Address _____ IFSC _____

Authority:

Specific nature of duty:

Details of Move:-

Journey Hrs	Commenced date	Journey Hrs	Concluded date	Station From	Station To	By Air/ Train / /Road
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1. Total absence from HQ _____ days.

2. Total Journey Period _____ days.

3. Total Halt at _____ for _____ days.

4. Hotel Accommodation for _____ days @ _____ per day **Rs.** _____

5. Food Charges for _____ days @ _____ per day **Rs.** _____

6. Road Mileage at _____ from _____
to _____ and back for _____ Kms. By taxi /
auto . @ Rs. _____ per KM. **Rs.** _____

7. Road Mileage at _____ from _____
to _____ and back for _____ Kms. By taxi /
auto. @ Rs. _____ per KM. **Rs.** _____

Total Rs. _____

Less advance drawn from IIPE on dated _____ (-) Rs. _____

Amount due to Self / IIPE Rs. _____

(In words Rupees _____ Only)

Received Payment

Name: _____

Desig : _____

Certified that:

1. The journey was actually performed by me on temporary duty/ tour as defined.
2. I performed road journey by own car/ own scooter/ engaging full taxi/ auto rickshaw and did not use Govt./any free transport for which road mileage allowance has been claimed. Amount of road mileage claimed has actually been incurred by me.
3. I did not use any concession voucher for any portion of journey for which the bill is preferred.
4. I stayed from _____ to _____ in _____ Hotel which provides lodgings/ boarding at tariff rate vide bill enclosed.
5. I was actually and not merely constructively present out station on the days on which Hotel DA had been claimed. I did not proceed on C/L or any other leave during the period in question. I was on leave from _____ to _____.
6. I have not been provided with free messing/ accommodation during my absence at out station.
7. The payment in question has not so far been claimed / received by me.
8. The food charges claimed above are actually incurred by me.

Employee's Sign. _____

Name : _____

Desig: _____

Approved

(Approved for a sum of Rs. _____)

Registrar